

## **LOCAL EDUCATION AGENCY (LEA) CALENDAR 2011-2012**

### **August**

- CTE mails the Final Funding Reports for FY 2012 state funding allocation to LEAs
- Submit Final Narrative Reports due for federal grant projects ending June 30
- Submit Federal Local Plan/Application for Final Approval by August 26
- Submit Final Cash Management Reports for federal projects ending September 30 by August 18
- Submit applications for CTE State Block Grant (Priority Programs)
- Improvement Plans for Performance Measures not met within 90% in prior year due by August 31

### **September**

- Submit Cash Management Reports for next month's federal payments by September 18
- Submit Completion Reports for projects ending June 30 by September 30
- Submit Annual Program Evaluation results to CTE for prior year by September 30

### **October**

- Submit Cash Management Reports for next month's federal payments by October 18
- Conduct Student Graduate Placements surveys for graduates from prior year (October through December) Online PM system open for Graduate Placement Surveys Oct 1
- Receive 40<sup>th</sup> Day Course Enrollment reminder letter from CTE

### **November**

- Submit electronic 40th Day Course Enrollment Reports to CTE by November 11
- Submit Final Narrative Reports due for federal grant projects ending September 30
- Submit Cash Management Reports for next month's federal payments by November 18

### **December**

- Receive 40th Day Course Enrollment Verification Reports from CTE
- Submit Cash Management Reports for next month's federal payments by December 18
- Submit Completion Reports for projects ending September 30 by December 31
- Complete Placement Surveys October 1 through December 31 – enter online thru April 13

### **January**

- Submit Notification of Intent (NOI) and Notification of Participation (NOP) forms by January 1
- Submit 40th Day Course Enrollment Verification Signature page(s) to CTE by January 13
- Submit Midyear Narrative Reports due for federal grants ending June 30
- Submit Cash Management Reports for next month's federal payments by January 18
- Participants/Concentrators online system opens for input

**February**

- Submit JTED application forms by February 25
- Receive 100th Day Course Enrollment reminder letter from CTE
- Submit Cash Management Reports for next month's federal payments by February 18
- Ensure proper Teacher Certification is in place for current fiscal year by the end of February

**March**

- Submit 100th Day Course Enrollment Reports to CTE by March 2
- Submit Cash Management Reports for next month's federal payments by March 18
- Receive 100th Day Course Enrollment Verification Reports from CTE
- Receive CTE Annual Program Evaluation and Performance Measures certified letter from CTE
- Submit amendments for all projects ending June 30 by March 31

**April**

- Submit 100th Day Course Enrollment Verification Signature page(s) to CTE by April 13
- Submit Electronic Text File for Performance Measures Placements/verification reports to CTE by April 15
- Submit Online Performance Measures Placement Surveys/verification reports to CTE by April 15
- Submit Cash Management Reports for next month's federal payments by April 18

**May**

- Submit Final Cash Management Reports for federal projects ending June 30 by May 18

**June**

- Submit federal Local Plan/Application for substantial approval by June 1
- Submit Desk or On-Site Monitoring Reports as specified by Federal Grant Specialist
- Submit Cash Management Reports for next month's federal payments by June 18
- Submit Online Performance Measures Participants/Concentrators verification reports to CTE by June 15 for Concentrators reports and by June 22 for Participants reports
- CTE closes the online system for Course Enrollment, Participants, Concentrators and Placements on June 22
- CTE mails Preliminary Funding reports for FY 2013 funding allocation to LEAs
- Submit federal grant amendments for projects ending September 30 by June 30

**July**

- Submit Preliminary Funding Report response to CTE by July 20 – all 40<sup>th</sup> and 100<sup>th</sup> Day Course Enrollment corrections, Participants-Concentrators-Placements, and Exemption Requests filed for funding allocations
- Submit Cash Management Reports for next month's federal payments by July 18